



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEFERRED COMPENSATION COUNSELOR I

Job Number: 20001743

Job Code: 93700V121216

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 12/16/2012

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides customer service to participants in the Kentucky Public Employees' Deferred Compensation Authority by counseling members on various program options, regulations and other matters related to the program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as an investment counselor, deferred compensation counselor or similar work in providing information on retirement or other benefit programs or experience in business administration, public administration, accounting, or information technology will substitute for the required education on a year- for-year basis. Current certification as a Certified Employee Benefits Specialist OR as a Professional Administrator and Management Executive as certified by the International Foundation for Retirement Education will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares explanations of available options and explanations of basic Internal Revenue and Deferred Compensation regulations. Explains exchange procedures and investment options by telephone and in-person to participants and other interested parties. Records and implements telephone exchanges and option changes. Regulates and approves beneficiary forms according to guidelines. Answers inquiries on quarterly participant account statements, account values, current investment amounts and allocations. Balances deferral remittances and resolves discrepancies with agency payroll administrators. Receives and implements participation agreements for increases, decreases and discontinuances.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. Occasional travel is required to make presentations on program activities. Communicates frequently by telephone and with walk-in members. Uses keyboard to access account information on participants.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.